

HARRISON CHRISTIAN CHURCH

# Harrison Christian Church Bylaws

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2014 Revision

**Approved by congregational vote  
11/02/2014**

**Approved by the Board of Elders  
11/08/2014**

**PREAMBLE**

These rules and regulations presuppose that the Bible, rightly divided, constitutes the all-sufficient rule of faith and practice for the local congregation. These bylaws, therefore, intentionally avoid invading the realm of matters of faith. Their primary intent is managing the affairs of the congregation in decency and order.

The growth of the congregation may necessitate changes in these rules and regulations. Said changes may be made by amending these bylaws as provided herein or by action of the congregation, a record of which will be incorporated into the minutes.

Harrison Christian Church adheres to all local, state, and federal laws.

**ARTICLE I – NAME**

For business and legal purposes, the name of this Congregation shall be Harrison Christian Church.

**ARTICLE II – MEMBERSHIP**

Section 1 – Membership in this Congregation shall be by:

Obeying the scriptural teaching for becoming a Christian. The scripture states that a person must hear the scriptural testimony of Christ, believe that Jesus Christ is the only begotten Son of the Living God, repent of past sins, confess His name before witnesses, be buried with Him by baptism (immersion) and abide by the teachings of Christ; and by publicly stating a desire to unite with this Congregation.

Section 2 – Temporary Student Membership – Student membership shall apply as stipulated in Section 1 of Article II. This section provides for college and other students wishing to place temporary membership with this Congregation while attending school in this area.

**ARTICLE III – CHURCH BUSINESS MEETINGS**

Section 1 – The Annual Business Meeting of the Church shall be held in the Church building on the second Sunday of November at the close of the morning worship service.

Section 2 – Notice of a Business Meeting of the Church shall be made by announcement from the pulpit at the close of the morning worship service two (2) consecutive Sundays preceding the Business Meeting by the Chairman of the Joint Board, or his designee. Written notice shall be given to the congregation two weeks prior to such a meeting.

Section 3 – Special Business Meetings – Special business meetings of the Church may be called:

- a. By a majority of the Joint Board.
- b. By a petition signed by no less than sixty (60) percent of the eligible voting members of the Church and presented to the Chairman of the Joint Board.
  - 1) This petition must state the reason or reasons for requesting a meeting.
  - 2) Within fourteen (14) days of the receipt of this petition, the Chairman of the Joint Board must, at a closed meeting between the petitioners and the Joint Board, attempt to resolve any problems or issues.
  - 3) In the event that the petitioners are not satisfied with the results of this combined meeting, the Chairman of the Joint Board must call a special meeting of the Church within twenty-one (21) days after the joint meeting of the petitioners and the Joint Board.
- c. Notice of Special Business Meeting of the Church shall be given in accordance with Section 2 above and must state the time, place and purpose of the special meeting.

Section 4 – The Chairman and/or Vice Chairman of the Joint Board shall preside at all Business Meetings of the congregation.

Section 5 – There must be a quorum of sixty (60) percent of the eligible voting membership (determined by the Elders) in order to conduct any Business meeting.

Section 6 – Eligibility of Voters – All members of this Church who have attained the age of sixteen (16) years shall be eligible to vote on all matters. An individual must be a member of this Congregation for a period of at least six (6) months prior to being eligible to vote on Church matters and to have attended a Sunday church service during the six (6) months prior to the date of the vote. The attendance requirement is waived for those members of the congregation who are unable to attend due to physical limitations.

## **ARTICLE IV – ORGANIZATION OF ELDERS AND DEACONS**

### Section 1 – Elders – The Elders shall:

- a. Have been members of Harrison Christian Church for a minimum of four (4) years prior to taking office as an Elder, unless otherwise approved by the Elders.
- b. Be members in good standing at Harrison Christian Church, having demonstrated leadership abilities and Spiritual maturity.
- c. Give general supervision to the spiritual affairs of the Congregation.
- d. Handle problems of discipline and problems of individual members of the Congregation.
- e. Cooperate with the Minister in carrying out the pastoral ministry of the Congregation.
- f. Serve on one or more of the functional departments or standing committees of the Congregation.
- g. Meet regularly to discuss the affairs of the Church.
  - a. Any Elder missing three successive meetings shall show cause for absenteeism.
- h. Recommend to the Congregation the election of a full-time Minister after the approval by the Pulpit Committee and the Board of Elders.
- i. Discuss and evaluate possible conflicts of interest, in the nominating and decision making process, and make every effort to remedy them.
  - a. An Elder shall recuse himself in those instances.

### Section 2 – Deacons – Deacons shall:

- a. Serve the temporal needs of the Church at the request of the Elders.
- b. Be appointed to serve on one or more of the functional departments or standing committees of the Congregation.
- c. Assist in the Communion Service, Baptismal Service, and in any areas pertaining to ushering, parking, receiving of the offerings, or distribution of literature, ballots, etc., at the public worship services.
- d. Have been a member of this Congregation for at least one (1) year before taking Office as Deacon.

Section 3 – Chairman and Vice-Chairman of the Joint Board

- a. The Chairman and Vice-Chairman of the Joint Board shall be selected by the Elders from among the Elders prior to the start of the New Year and shall assume all duties and responsibilities of said Offices at the start of the new year.
- b. The Chairman shall preside over all Elder, Joint Board, and Congregational meetings. The Vice-Chairman shall preside in the absence of the Chairman. The Senior Elder (according to continuous years of service) shall preside in the absence of the Chairman and the Vice-Chairman.
- c. The Chairman and Vice-Chairman of the Joint Board shall have completed one (1) year of current service as an Elder by the start of the New Year. Exception may be made by the Elders in the event that no Elder meets the tenure qualifications.
- d. The Chairman and Vice-Chairman of the Joint Board shall serve a one (1) year term and not more than two (2) consecutive terms.
- e. The Chairman and Vice-Chairman shall be free to vote on all matters.

Section 4 – Joint Board

- a. The duly elected Elders and Deacons shall comprise the Joint Board. The Joint Board is charged by the Congregation with the duty of conducting all business affairs of the Congregation.
- b. The Joint Board shall meet regularly, and shall hold special meetings from time to time as its business requires.
- c. All members of the Joint Board will be required to attend board meetings regularly and any member who misses three (3) successive meetings shall show cause for absenteeism.
- d. For the purpose of transacting business, a quorum of sixty (60) percent of the Joint Board membership, including at least sixty (60) percent of the Elders, must be present. The affirmative vote of a majority of the members present shall be required for the passage of any motion placed properly before the Joint Board.
- e. The Joint Board shall perform the following:
  - 1) Approve an Annual budget and recommend same to the Congregation for adoption.
  - 2) Implement policies and directives approved by the Congregation.
  - 3) Assume the responsibility for the management of the financial affairs of the Congregation, including benevolent work.
  - 4) Regularly consider and act upon various reports received from the functional departments or standing committees.

**ARTICLE V – CHURCH OFFICERS (ELECTIVE AND NON-ELECTIVE)**

Section 1 – Elective Church Officers shall be: Elders, Deacons, Treasurer, Assistant Treasurer, and other such Officers as the Congregation designates.

- a. The election of Church Officers shall be at the Annual Business Meeting.
- b. Two (2) months before the Annual Business Meeting, a Nominating Committee shall be appointed by the Chairman of the Board consisting of two (2) Elders, two (2) Deacons and two (2) members of the Congregation at large not currently holding Church Offices. The Chairman of the Joint Board shall serve as the seventh member of this committee and shall serve as its chairman.
- c. At least one (1) month prior to the Annual Business Meeting, the Nominating Committee will make available forms to the Congregation requesting names of individuals that the Congregation would like to see serve in the various elective Offices to be filled. Using Scriptural qualifications, the Nominating Committee will give due consideration to those individuals nominated by the Congregation for the Offices of Elder and Deacon. The Committee shall be free to make nominations for all elective Church Offices. After compiling a list of nominees, the Committee shall turn over said list to the Elders who shall approve all persons nominated before submitting their names to the Congregation.
- d. The Elders shall prepare the ballot containing the names of said nominees approved by the Elders for the various Offices. A copy of the ballot shall be posted in a conspicuous place at Church at least two (2) weeks prior to the Annual Business Meeting.
- e. Each Elder and Deacon shall be elected for a three (3) year term. Every other elective Officer shall serve a two (2) year term.
- f. One (1) or two (2) year terms may be implemented at times to balance the staggering of terms for Elders and Deacons.
- g. Elders and Deacons shall serve no more than two (2) consecutive terms, after which they shall take at least one (1) year off from the Joint Board.
- h. The Board shall consist of a total of no more than eight (8) Elders and twelve (12) Deacons. These numbers are subject to amendment as the congregation grows.
- i. All nominees for Church Offices must receive at least seventy-five (75) percent of the votes cast.
- j. No nominations shall be considered from the floor.
- k. Other than at regular election time, the Elders shall be free to make appointments to vacated Offices.

Section 2 – Non-elective Church Officers shall be: Sunday School Superintendent, Assistant Sunday School Superintendent, and Church Clerk. These positions shall be filled by the Elders.

Section 3 – All Church Officers shall report to the Elders.

## **ARTICLE VI – FULL-TIME MINISTERS**

### Section 1 – Election

- a. Full-time Ministers shall be elected by the Congregation at a Business Meeting.
- b. The Senior Minister shall be recommended to the Congregation by the Elders. All other full-time Ministers shall be recommended to the Congregation by the Elders and the Senior Minister.
- c. The Senior Minister shall be head of staff of all Church employees.
- d. A call shall be extended to a full-time Minister if he receives at least eighty (80) percent of the votes cast.
- e. He shall be called for an indefinite period.
- f. Voting shall be by secret ballot.
- g. Job responsibilities as developed and approved by the Elders shall be discussed with applicant before recommending him to the Congregation for hiring.
- h. Only one name shall be submitted to the Congregation at any time.
- i. No nomination shall be accepted from the floor.
- j. The Elders shall evaluate the full-time Minister annually according to hire date, in accordance with the church's employment policy and job description.
- k. The Senior Minister, who is subject to the Elders, shall approve all teaching positions.

Section 2 – Written Agreement – At the time of a call, a written agreement shall be made setting forth the salary to be paid and other conditions deemed advisable, such as housing, vacation arrangements, time off other than vacation, office hours, etc.

Section 3 – Ex-Officio Capacity – The Senior Minister shall be an ex-officio member of all the committees or auxiliaries in the Congregation except as he is appointed or elected to function as a regular member.

Section 4 – Termination of Service – The service of a full-time Minister may be terminated by the Elders, or by the Congregation as set forth in Article III, Section 3(b), upon sixty (60) days notice by any of the parties mentioned. In the case of a Business Meeting called for the full-time Minister's dismissal, an affirmative vote of at least eighty (80) percent of votes cast is necessary to dismiss the full-time Minister. The time between the notice and the termination may be shortened by mutual agreement.

## **ARTICLE VII – PART-TIME MINISTERS**

### Section 1 – Employment

- a. Part-time Ministers shall be hired by the Elders, with recommendation by the Senior Minister.
- b. Part-time Ministers shall be called for an indefinite period.
- c. Job responsibilities, as developed and approved by the Elders, shall be discussed with applicant before hiring.
- d. The Elders shall evaluate the part-time Minister annually according to hire date, in accordance with the church's employment policy and job description.

Section 2 – Written Agreement – At the time of a call, a written agreement shall be made setting forth the salary to be paid and other conditions deemed advisable, such as housing, vacation arrangements, time off other than vacation, office hours, etc.

Section 3 – Termination of Service – The service of a part-time Minister may be terminated by the Elders upon thirty (30) days notice. The time between the notice and the termination may be shortened by mutual agreement.

## **ARTICLE VIII – CHURCH CLERK**

Section 1 – The Church Clerk shall be appointed by the Elders.

Section 2 – Term of Office – The term of Office for the Church Clerk shall be for two (2) calendar years following appointment. The Church Clerk shall continue in Office until a successor is appointed.

Section 3 – Duties – The Church Clerk shall:

- a. Keep accurate minutes of all meetings of the Congregation and all meetings of the Joint Board.
- b. Include in the Joint Board minutes all additions to Church membership by immersion, transfer, etc.
- c. Ensure that said minutes are approved by the Joint Board at its next meeting.
- d. Post said approved minutes in a conspicuous location at the Church for at least one (1) month.
- e. Place minutes removed from said location in a locked, permanent file in the Church office.

## **ARTICLE IX – TREASURER AND ASSISTANT TREASURER**

Section 1 – Election – The Treasurer and Assistant Treasurer shall be elected by the Congregation from among the eligible nominees that are previously approved by the Elders.

Section 2 – Term of Office – The terms of Office for the Treasurer and Assistant Treasurer shall be two (2) calendar years following their election. Each shall continue in Office until a successor is elected.

Section 3 – Duties

- a. The Treasurer and Assistant Treasurer shall maintain a true and accurate record of all monies paid into the treasury of the Congregation.
- b. The Treasurer and Assistant Treasurer shall pay only such accounts or bills as are approved by the Congregation through an approved budget or by the Joint Board.
- c. All funds disbursed shall be from the proper bank account(s).
- d. The Treasurer and Assistant Treasurer shall render true and accurate financial statements in writing at each Joint Board meeting.
- e. The Treasurer shall produce the records and shall assist in an audit whenever so directed by the Elders.
- f. The Treasurer, Assistant Treasurer, and the Joint Board shall be bonded by the Church insurance as specified in the insurance policy. If at any time the Church insurance policy does not cover the bonding, the Board will select a bonding company. If a premium becomes necessary, the premium will be paid by the Church.
- g. The Treasurer and Assistant Treasurer shall be members of the Finance Committee.

The records of the Treasurer shall be audited by a special committee at the close of each year or as deemed necessary by the Elders.

Section 4 –

The Treasurer shall have voting privileges at all meetings of the Harrison Christian Church joint board.

**ARTICLE X – COMMITTEES**

All committees, standing or special, with the exception of the Nominating Committee, shall be appointed biennially (every two years) by the Elders. The Nominating Committee shall be appointed two (2) months prior to the Annual Business Meeting.

**ARTICLE XI – PARLIAMENTARY PROCEDURE**

The rules contained in the current version of Roberts’ Rules of Order shall govern the business meetings of the Congregation in all cases to which they are applicable and in which they are not inconsistent with Bylaws or the special rule of order of this Congregation.

These Bylaws were adopted and became effective on January 1, 1968 and were revised on March 20, 1983, March 6, 1994, September 10, 1995, October 1997, March 2010, October 14, 2012, and November 02, 2014.

The 2010 revision of these bylaws shall be enacted retroactively to January 1, 2010.

Approved by the undersigned Harrison Christian Church Board of Elders on November 8, 2014

X \_\_\_\_\_  
Jim W. Sell II- Elder, Chairman of the Board

X \_\_\_\_\_  
Joe Payne - Elder  
Vice-Chairman of the Board

X \_\_\_\_\_  
Jim Fox – Elder